"It's In Their Hands"
Job Readiness Success Using iTouch Technology

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- iTouch Technology
  - Purpose
  - Benefit
  - Methodology
- Apps
  - Purpose
  - Benefit
  - Methodology
- Additional Apps to Download

Agenda

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iTouch Technology

Purpose:

- To develop job readiness skills and independence in interns

Benefit:

- Touch screen technology can be taught to and used by interns with
  - Cognitive Delay
  - Autism Spectrum
  - Down Syndrome
  - Cerebral Palsy
  - Broad Range of Disabilities!
- There are many FREE apps (and this presentation only mentions the free version of the apps)

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Touch screen technology

- iTouch is similar to an iPhone except you can't make or receive calls

- There isn't a 3G/4G connectivity option as there is for an iPhone or iPad so the device relies on wireless access for communication

Methodology: Basic iTouch Use

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- Two different ways to hold and type on the iTouch device
- Note the holster on the hip of one intern
  - Providing a proper holster to avoid dropping or losing the device throughout the day is important
  - There are different types of holsters so take the disability/ability into consideration when choosing the holster

Methodology: Basic iTouch Use

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Instructing Interns on Downloading Apps

- Practice, Practice, Practice

- Verbal instructions

- Written instructions

- Hands-On interaction

- One-on-One visual confirmation

Methodology: Basic iTouch Use

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Safari App

- This is the app that connects the iTouch device

  to the internet (comes standard App on iTouches)

  - Requires a wireless connection

  - Unless the device is physically connected to the computer (note the intern who's iTouch IS connected - this helps with charging battery) , Safari app is the only way to download apps to individual devices

- Wireless Network access

  - Provided by the jobsite

  - Settings--> Safari--> Autofill--> Names & Passwords--> ON

- Many apps require internet connection provided by Safari even after initially downloaded

Methodology: Basic iTouch Use

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App Store App

- This is the App for downloading Apps (standard App on iTouches)
- Must have an iTunes account Username and Password
- Each intern should keep this stored in a safe place (preferably not in iTouch, but part of portfolio binder in class)
- In the beginning, suggest not physically connecting to laptops at home because any iTunes account info at home *can* override what is downloaded in class/for work
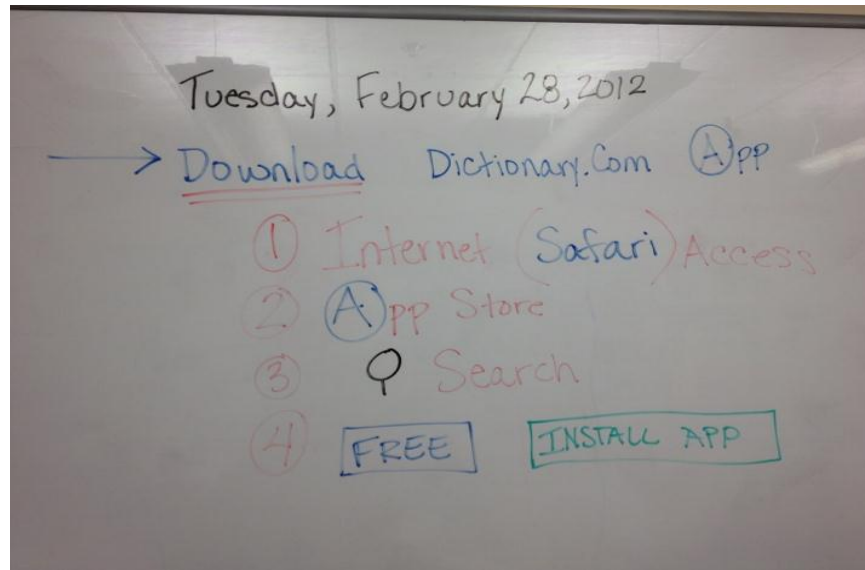

Methodology: Downloading Apps

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Extending Battery Life

- Close out the apps that stay "open" but hidden

    - Helps to familiarize interns with standard aspects of iTouch technology

    - Important so the iTouch stays charged throughout the day

    - **Tip: As long as the intern doesn't have serious tactile aversions, the instructor can gently tap twice on the interns hand to show how to double click the "home circle" button
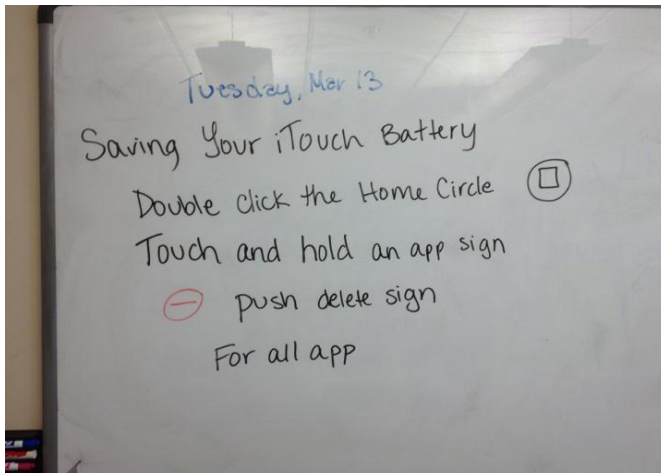
- Device will "sleep" after inactivity

    - Interns need to learn how to slide the bar at screen bottom to "wake" the device

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Restricting interns from deleting apps

- If interns keep passwords in iTouch, it's safer to set up a passcode lock (if intern doesn't need a lot of support maneuvering the device)

  - Settings--> General--> Restrictions--> Set or Enter--> _ _ _ _ --> Delete Apps--> toggle OFF
  - Each intern should keep this PIN stored in a safe place (part of portfolio binder in class)

Restricting notifications ("push") from apps

  - Settings--> Notifications--> Choose App--> toggle OFF

Restricting access to some apps

- If intern has challenges with over-emailing, texting inappropriately during work, playing games or listening to music during work, etc

  - Settings--> General--> Restrictions--> Set or Enter Pin--> _ _ _ _ --> Turn off access to chosen apps
  - Each intern should keep this PIN stored in a safe place (part of portfolio binder in class)

Methodology: Basic iTouch Use

Restricting access to some apps

- If intern has challenges with over-emailing, texting inappropriately during work, playing games or listening to music during work, etc
  - Settings--> General--> Restrictions--> Set or Enter Pin--> _ _ _ _ --> Turn off access to chosen apps
  - Each intern should keep this PIN stored in a safe place (part of portfolio binder in class)

Setting up a Passcode Lock

- If interns keep passwords in iTouch, it's safer to set up a passcode lock (if intern doesn't need a lot of support maneuvering the device)
  - Settings--> General--> Passcode Lock--> Turn Passcode On--> _ _ _ _
  - Each intern should keep this stored in a safe place (part of portfolio binder in class)

Methodology: Basic iTouch Use

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Agenda

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- Alarms

- Communication

- Task Lists

- Professional Development

- Finance

- Attitude

- Fun

Alarms

App:

- Clock (standard App on iTouch)

Purpose:

- To remind intern of:
  - When class starts
  - When to leave for the jobsite
  - Scripts (can add "say hello" or "say goodbye" to supervisor/coworkers)
  - Bathroom Breaks (start and end)
  - Lunchtime (start and end)
  - When to leave for the day

Benefit:

- Develops independence
- Decreases need for verbal prompts

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- HowCast
  - Great online resource for teaching step-by-step techniques for using standard apps
  - Stop the video after each step and look or ask for verbal or tactile confirmation that the intern understands and is following
- http://www.youtube.com/watch?v=vRvHzmr-7hQ

  - Lead the interns through setting their own alarms
    - This teaches independence for interns who need less support
    - This teaches comfort with using iTouch for interns who need more support
  - **Tip: Instruct interns to turn off the "snooze" option (it becomes a distraction if intern is not savvy enough to turn off the snooze part of alarm

Methodology: Clock App

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- Alarms
- Communication
- Task Lists
- Professional Development
- Finance
- Attitude
- Fun

Apps

Communication

Apps:

- Contacts

- Email

- Calendar

- Camera

- Text Free

Purpose:

- To teach interns the importance of professional communication and organization

Benefit:

- The techniques are replicable and reusable outside of the Project SEARCH program year

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Communication

App:
- Contacts (standard App on iTouches)

Purpose:
- To store professional contact information of:
  - Instructor
  - Job Coach
  - Supervisor
  - Day-to-Day Go-to Person (trainer, coworker)

Benefit:
- Develops independence
- Reinforces professional communication aspects of classroom curriculum (e.g. call in if sick or late)

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Methodology: Contacts App

Communication

<u>App</u>:

- Email (standard App on iTouches)

<u>Purpose</u>:

- To stay in touch, professionally, with:
    - Instructor
    - Job Coach
    - Supervisor

<u>Benefit</u>:

- Develops independence
- Reinforces professional communication aspects of classroom curriculum (e.g. To, CC, Subject, Body)
- iTouch can link to gmail account wirelessly
- It can be possible to link to the jobsite email but check with feasibilities and permissions allowed by specific locations

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- Initial instruction should be basic, step-by-step
  - Write each step one at a time on the board
  - Only move on to next step once you have visual confirmation of comprehension from each intern (e.g. they have done the step on their iTouch)
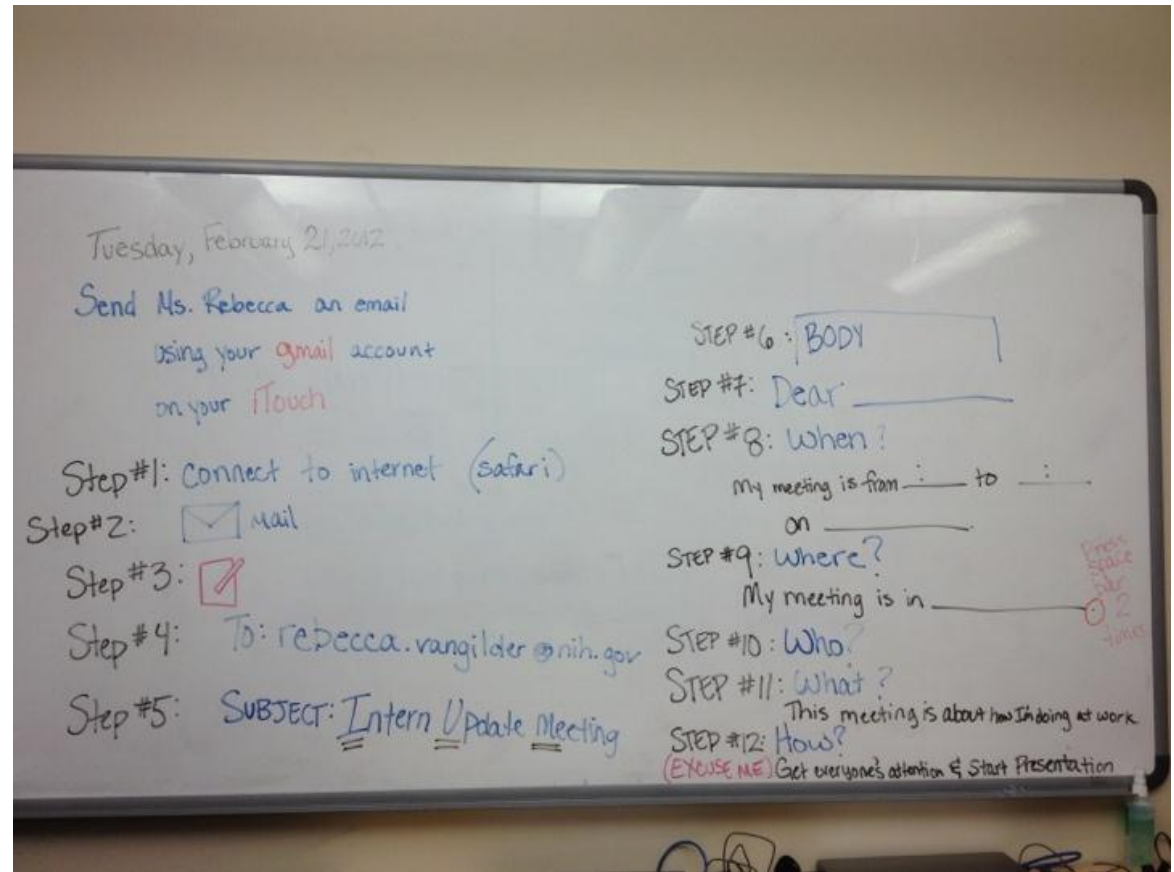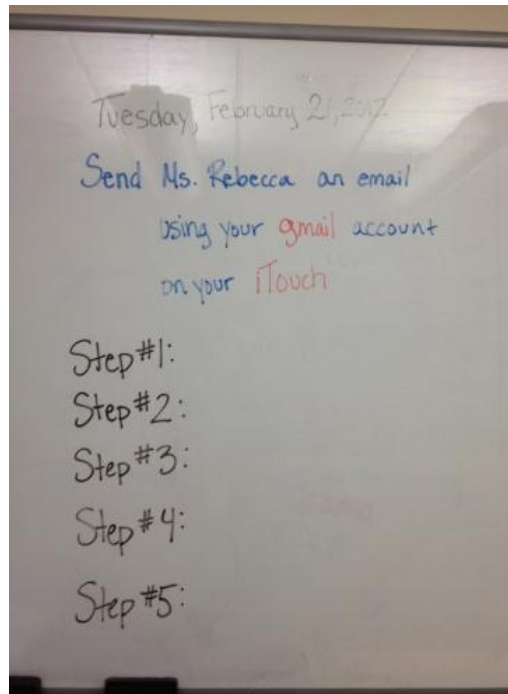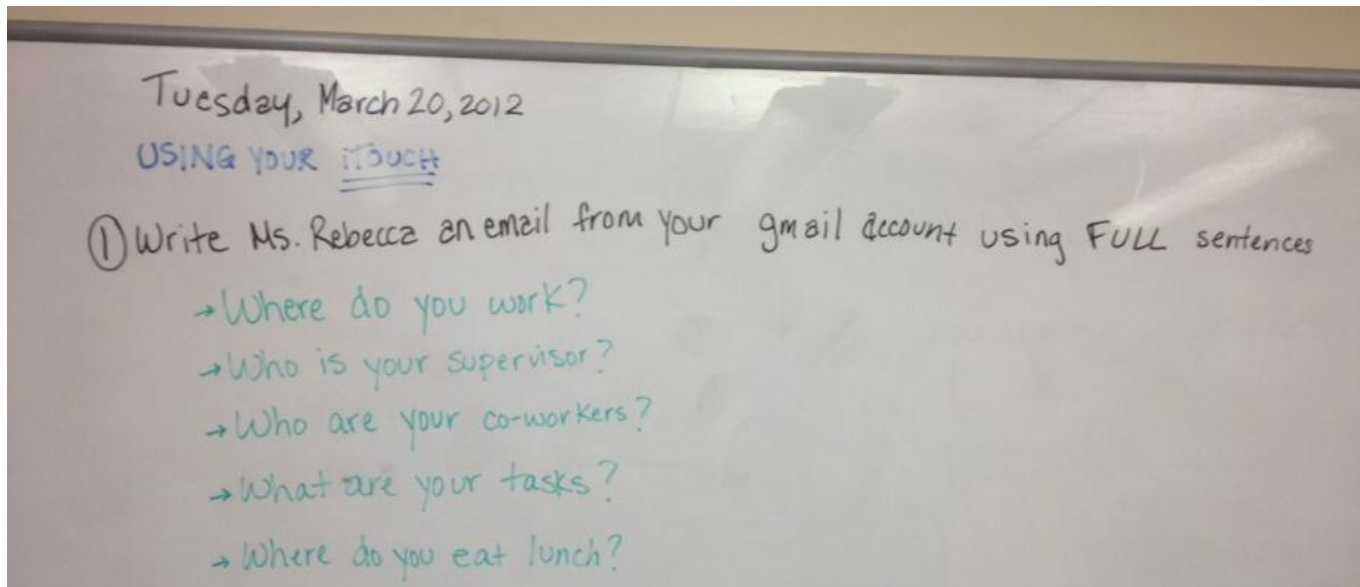

Methodology: Email App

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- After leading the interns through step-by-step instruction, most interns should be able to follow broad instructions
  - Providing topic questions is always helpful
  - Can use these emails for the weekly journaling exercise

Tuesday, March 20, 2012
USING YOUR iTOUCH

① Write Ms. Rebecca an email from your gmail account using FULL sentences
  → Where do you work?
  → Who is your supervisor?
  → Who are your co-workers?
  → What are your tasks?
  → Where do you eat lunch?

Methodology: Email App

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Communication

App:

- Camera (standard App on iTouches)

Purpose:

- To have another tool for communication

Benefit:

- Combines with instruction on email app
- Fun app to familiarize the interns with iTouch technology

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- Practice first in the classroom and then move to the facility areas

- Explain rules of the facilities

- Can take "screenshot photos"

Methodology: Camera App

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Communication

App:

- Calendar (standard App on iTouches)

Purpose:

- To be organized for and aware of professional meetings
- Can use calendar to help develop understanding of calculating "time remaining until...?" concept

Benefit:

- Develops independence
- Decreases the need for verbal prompts

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- Can link to gmail account wirelessly (so intern can access calendar from any computer with internet access)
  - Intern Update Meetings
  - Interviews
  - Rotation schedule
  - Holidays
  - Classroom events
  - Personal appointments (e.g. doctor)
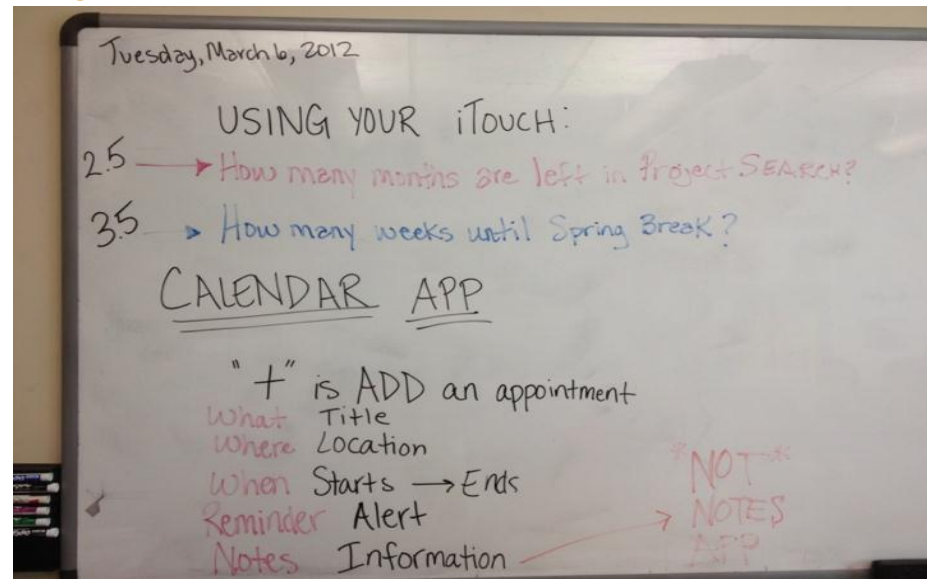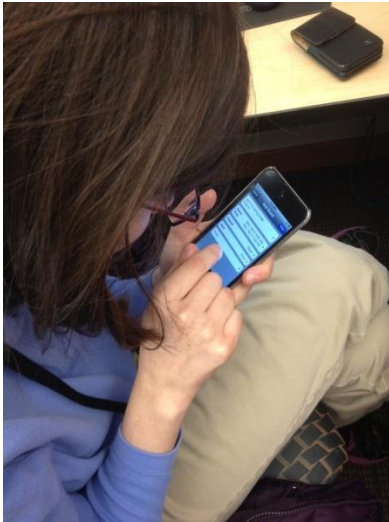
Methodology: Calendar App
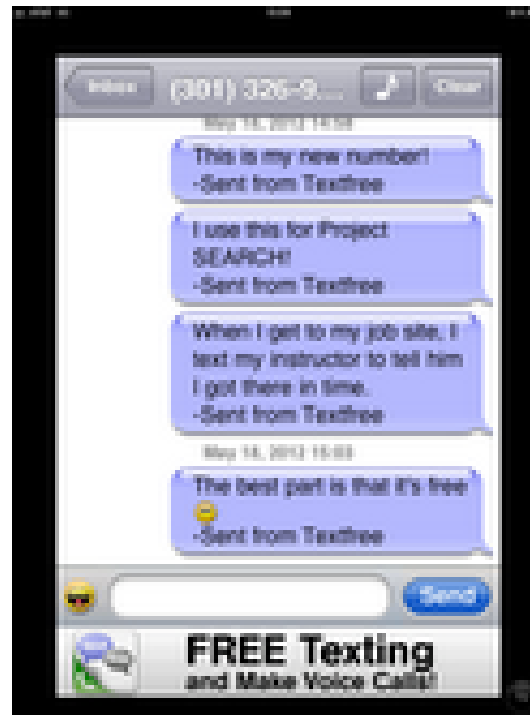
Communication

App:
- Text Free

Purpose:
- To stay in touch with:
  - Instructor
  - Job Coach

Benefit:
- With wireless access, this app helps to develops independence
- Also allows staff to locate and communicate with intern if the intern has a mobile, independent job

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- Sign up for an account when app is downloaded
- Are assigned a phone number (for your area)
- Can choose from a select number of options
- Can send and receive free, unlimited texts

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- Alarms
- Communication
- Task Lists
- Professional Development
- Finance
- Attitude
- Fun

Task Lists

Apps:

- Dropbox

Purpose:

- To help interns use a comprehensive Checklist/Task List with text and pictures

- This 2GB of free file storage makes the lists accessible online from any location (updates and edits are easier). Once the list is downloaded, the intern doesn't need wireless access to retrieve the task list

- To make the list useful for multiple interns across Rotations (files are sortable)

- https://www.dropbox.com/

Benefits:

- To help with initial OJT (with job coach's assistance)

- The document can be edited (changes added or deleted) very easily and can be updated real-time

- **Tip: This works best with consistent, routine tasks that do not change frequently

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- 1. Go to www.dropbox.com
- 2. You will need to download the software; the 'wizard' should lead you through the process
- 3. Set up an Account with an:

    email address (we set a free one up on gmail)

    projectsearch1@gmail.com

    password _____

- 4. Set up separate folders for each Intern
- 5. Create task checklists using Word/Pages and upload the correct checklist to the respective intern's folder
- 6. Instruct interns on how to download the Dropbox app from App Store
- 7. Interns will set up an account using the same Account Info as what the "administrator" used to set up the Account
- 8. Intern touches the folder with their name to find the checklist
- **Tip: Keep saved copies of ALL checklists on a thumb drive or network just in case the document gets deleted from the DropBox Account. Uploading the document again is quick and easy...retyping the task list isn't!

Methodology: DropBox App

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Task Lists Cont'd

App:

• Simplelist Lite

Purpose:

• To help interns use a comprehensive Checklist/Task List with text

Benefit:

• This app allows the intern to physically check off the list by touching the screen

• Interns need to learn not to touch "ads" on free version

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- Allowing the intern to make supervised edits to the list on the iTouch device can help the intern become acclimated to touch screen technology
- **Tip: the check marks will need to be manually cleared prior to starting the list fresh the next day
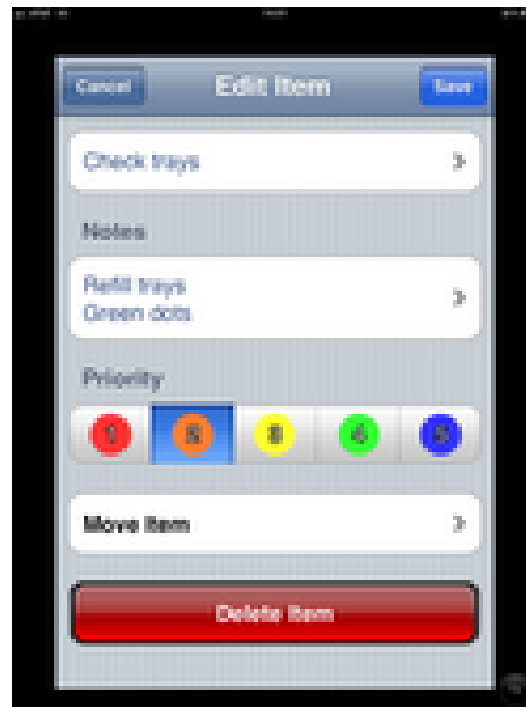
Methodology: SimpleList App

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Apps

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Professional Apps

Apps:

- Interview Prep
- Resume Development

Purpose:

- To facilitate interview practice for interns
- To correlate with classroom curriculum on resume building concepts

Benefit:

- The techniques are replicable outside of the Project SEARCH program year

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Interview App

Apps:

- Interview Buzz Lite

Purpose:

- To practice interview questions and techniques

Benefits:

- Incorporate role playing and peer review into the interview practice curriculum

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Interview App

Apps:

- Job Interview

Purpose:

- To practice interview questions and techniques

Benefits:

- Makes the interview practice more of a game with points

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- Can set up the role playing in a variety of ways
  - Interns read questions to one another informally
  - Sit in a circle and instructor asks each intern a question
  - Formal room set up with one intern being the interviewer, one intern being the interviewee, and the class completing peer critique sheets
- This is meant to supplement mock interviews, cheat sheets, practice, and other techniques used for interview preparation
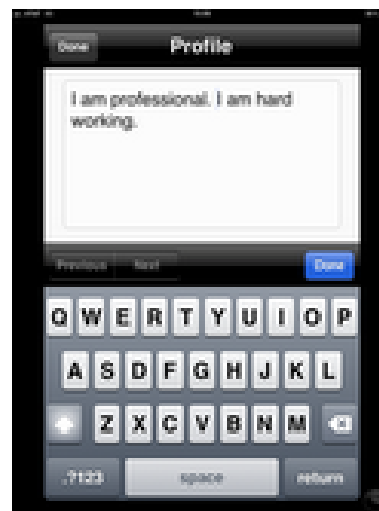
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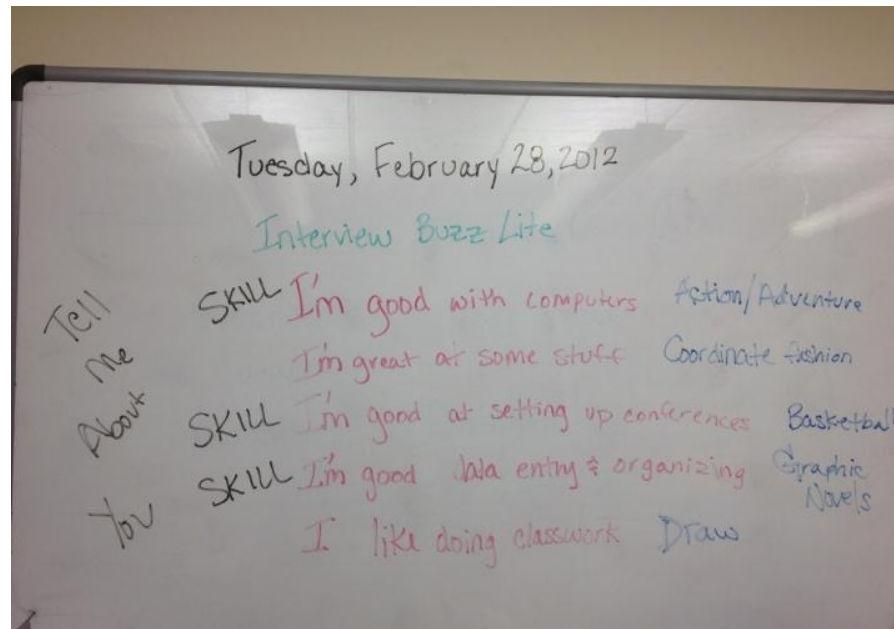
Resume App

Apps:
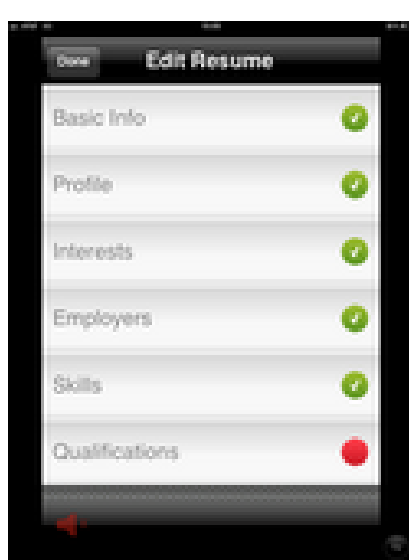
- Infinity Resume Builder

Purpose:

- To correlate classroom curriculum of resume building with iTouch technology

Benefits:

- Reiterate resume concepts
- Acclimation to iTouch technology (touch screen)
- Stores resume data on mobile device
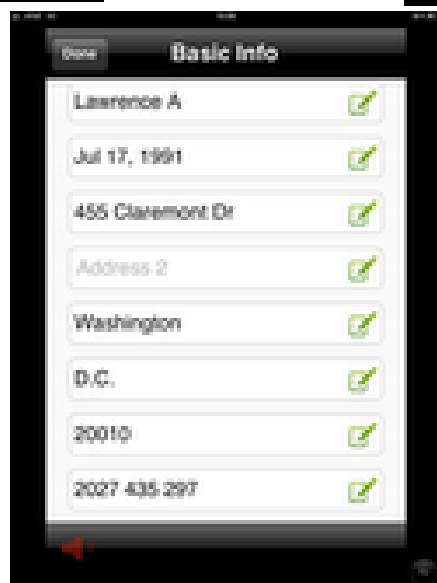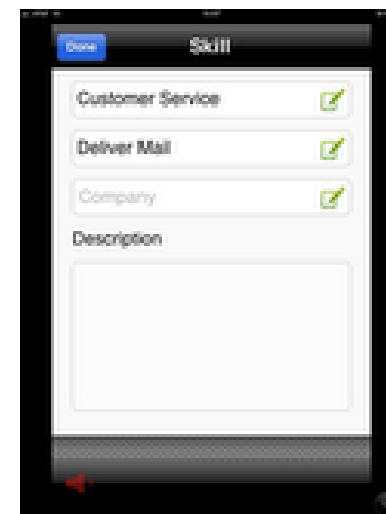
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Methodology: Resume Builder App

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- Alarms
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Apps

Finance Apps

Apps:

- Timesheet

- Budget

- Paycheck

Purpose:

- To reinforce finance concepts learned in classroom curriculum

Benefit:

- Interns can see how hours worked at paid employment leads to income

- Interns can see how income earned is not income received (deductions)

- Interns can see how income is spent on expenses

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Timesheet App

Apps:

- WHD Timesheet
  - U.S. Department of Labor

Purpose:

- To teach the interns the connection between working and income

Benefit:

- Reinforces the clock alarm app because intern can set alarm reminder to clock in and clock out

- With wireless access, intern can email weekly summaries to instructor

- Information gained from this app can be used in conjunction with other finance apps

- If using the WHD Timesheet, step-by-step instructions (verbal, written, and tactile) will be necessary and should be reinforced daily in the beginning

- Can enter in wage amounts so that gross pay is calculated for the intern
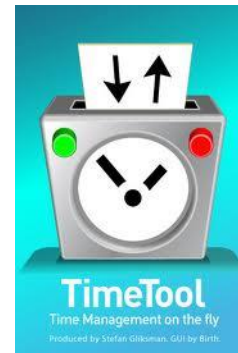
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# Timesheet App - Less Complex

Apps:

• Time Tool

Purpose:

• To develop a routine of clocking in and clocking out

Benefit:

• Less complex than the WHD timesheet

• If using the Time Tool sheet, the interns will need not be able to calculate wages or email a weekly/monthly summary report; the email will be only a daily report

- It can take a few weeks to set up the habit to enter time in timesheet

- This app can be used in conjunction with instructing on setting reminders in the Clock App (set an alarm to remember to clock in/out of time sheet)

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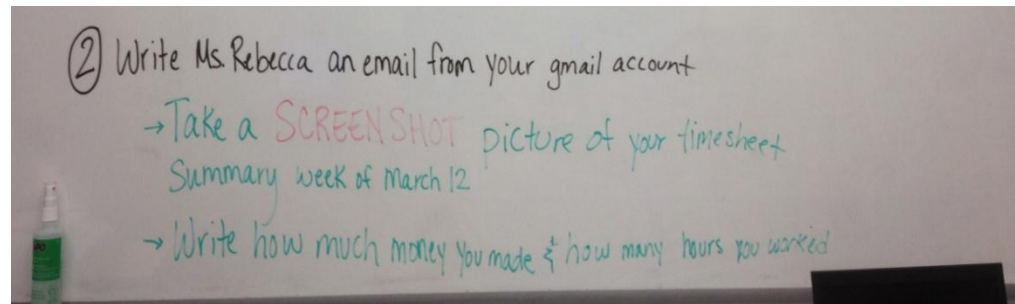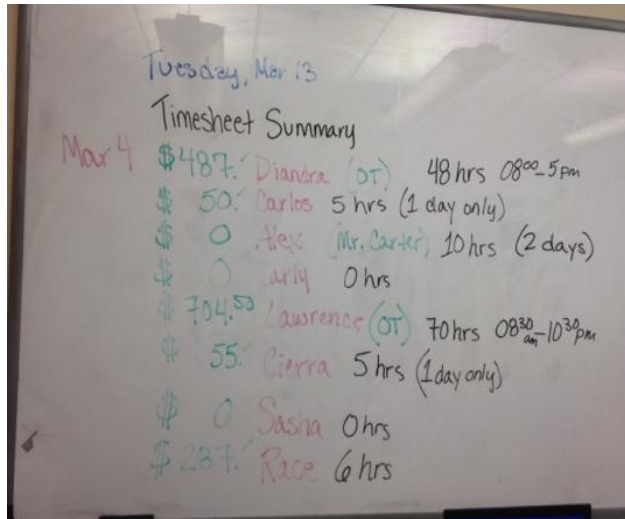
Paycheck App

Apps:

• Paycheck Guru Free

Purpose:

• To teach interns the difference between gross and net income

Benefit:

• Can be tailored for specific locations and withholding rates

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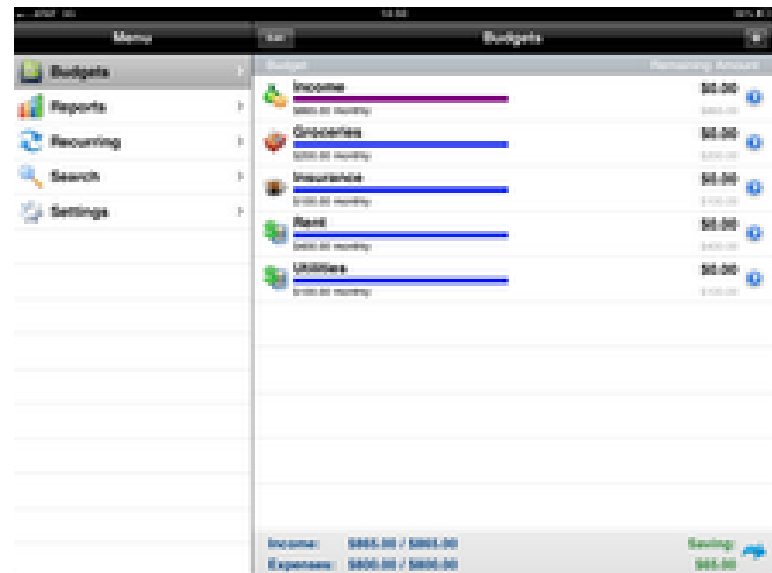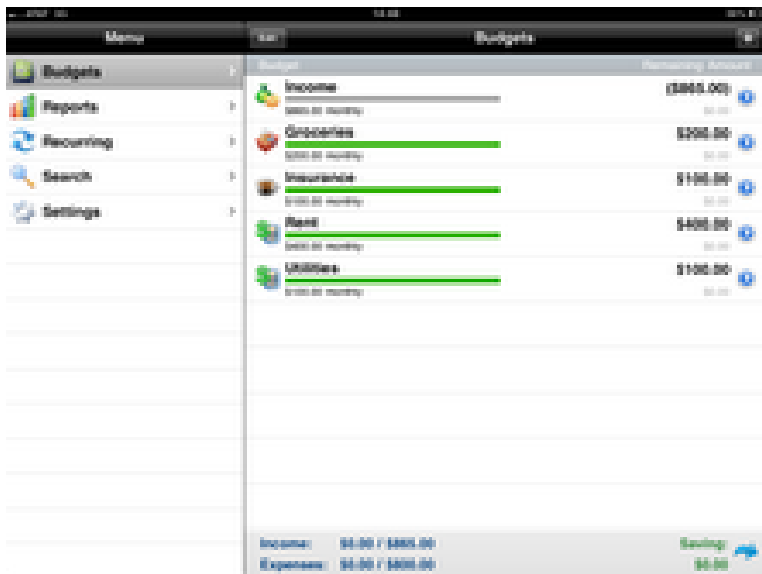# Methodology: Paycheck App

Budget App

Apps:

• AceBudget2L

Purpose:

• To help interns to see how income is spent and saved

Benefit:

• Can be used to track real income and expenses compared to a set budget

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Methodology: Budget App

Methodology: Budget App

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- Alarms
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- Fun

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Attitude App

Apps:
- Gratitude & Happiness

Purpose:
- To help interns to connect with and record their feelings

Benefit:
- Keeps a record - a brief journal - of daily emotions, feelings, acts of kindness

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Methodology: Gratitude & Happiness App

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- Alarms
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Apps

Fun App

<u>Apps</u>:

• Scavenger Hunt With Friends

<u>Purpose</u>:

• To help interns develop familiarity with one another and the Project SEARCH location and jobsite

<u>Benefit</u>:

• Set up as a game with points

• Interns are able to see and electronically comment when other interns have found places in the Hunt

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- Instructor sets up customized hunt with simple title
  - Instructor creates questions and points that will lead interns to specific spots
  - After interns download the app, they request to join the hunt the instructor set up
  - Instructor "approves" access to the hunt
- Class can be divided in any way to make teams
  - This app requires wireless access
  - Teams go to the locations the Instructor set up and each intern takes a picture (using the photo option INSIDE the Hunt app) and then uploads it to their account **This step is important to get points**
  - Each intern gets points based on the number of pictures uploaded
- If wireless access is a challenge, interns can take photos using their camera app and store them photos on their iTouch
  - They can share their photos upon returning to the classroom

Methodology: **Scavenger Hunt App**

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Methodology: Scavenger Hunt App

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Methodology: **Scavenger Hunt App**
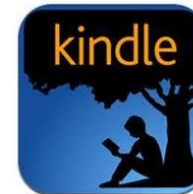
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Additional Apps to Download

- Dictionary.com
  - 1+ million definitions, spelling games, audio pronunciations, Word of the Day

- Pandora Radio Free
  - music
  - need wireless access every time it's used

- Kindle/iBooks
  - Download and read books, magazines, newspapers
  - Comes with some free books otherwise must purchase

- Games (Skee Free)

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"It's In Their Hands"

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Questions?